



Recreation Specialist

Job Code: 0256

Originated: 01/06

Salary Grade: varies by assignment

FLSA: Non-Exempt

Revised: 07/08

EEO Code: varies by assignment

Supervisory: No

HR Ordinance Status: Seasonal or Temporary

CLASS SUMMARY

Provides temporary and part-time seasonal work for various recreation programs.

DISTINGUISHING CHARACTERISTICS

The Recreation Specialist is distinguished from Recreation Leader or Lifeguard series as the former is a temporary specialized classification for a specific seasonal type program. The Recreation Leader or Lifeguard series is a more generalist classification assigned to a community type center or program. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- **Adapted Recreation Specialist** - Provides assistance to children, teens, or adults with disabilities in recreation programs. Includes social skill instruction and coaching, teaches activity skills and provides additional supervision to ensure safe and successful participation in an inclusive recreation class or program. Provides support with independent living skills such as restroom assistance, feeding and changing of clothes.
- **Adult/Youth Basketball Official** - Maintains control of games, calls fouls, violations and time outs. Administers free throws. Reports to scorers table all player fouls and number of players. Signals 3-point field goals. Communicates with other official(s) any and all violations, time outs and other situations as they occur.
- **Adult Flag Football Official** - Officiates Adult Flag Football games, maintains control of game and participants. Keeps score and running clock on field. National Intramural Recreational Sports Association training for football provided and required of all officials.
- **Adult Kickball Official** – Officiates adult kickball games, maintains control of game and participants. Calls balls & strikes, safe & out, foul/fair, etc. Calls violations. Keeps track of strike count and innings played. Assists with keeping track of runs scored. Sets-up field and cleans-up post game. Assigns teams to fields. Resolves issues on field and at site as they arise, ensures site is safe and clean for participants; enforces site rules. Works each game independently.

- **Adult Volleyball Official** – Maintains control of games, calls violations and time outs. Reports all points to the scorers table. Signals for serves and net violations. Communicates with other official(s) any and all violations, time outs and other situations as they occur.
- **Adult/Youth Sports Site Supervisor** - Maintains game site during adult or youth sports games. Set-ups and clean-ups; assigns staff to game field/court, monitors scorekeepers, officials and coaches; resolves issues as they arise, ensures site is safe and clean for participants; enforces site rules.
- **Adult/Youth Sports Scorekeeper** – Keeps score at youth or adult sports games. Records fouls, points and penalties on log sheet and keeps parents/participants informed of score.
- **Aquatics Instructor** — Teaches swim lessons, recreational teams, water exercise classes and a variety of aquatic programs to customers of all ages. Must possess a current American Red Cross Water Safety Instructor certification.
- **Data Entry Specialist** – Answers registration phones calls, inputs registrations from mail, telephone and fax. Provides touch-tone registration access information to participants. Matches registration receipts and sends them out. Maintains participant information in database. Inputs program maintenance information into the data entry system. Informs participants of program changes, cancellations or additions. Researches balance dues to notify participants of moneys owed.
- **Events Specialist** - Assists with city-wide special events such as Mighty Mud Mania, Wet and Wild Water Day and others. Sets-up & prepares for events; prepares signs & awards, assists with publicity and a wide variety of other duties, depending on the event.
- **Museum Attendant** - Takes tickets and provides customer service to McCormick-Stillman Railroad Park patrons wanting to walk through the museum or ride the train.
- **Railroad Engineer** - Operates and maintains steam and gas powered 5/12 scale locomotives as well as smaller scale gas powered locomotives. Monitors steam and air plumbing for potential problems. Assists with mechanical duties such as keeping locomotives oiled and greased and performs minor repair of related equipment as needed. Assists in the general operation of the Paradise and Pacific railroads; operates the locomotives; and provides public information. Writes reports on train operations, time schedules, passengers transported and rail problems. Follows steam-up and shutdown procedures of steam engines. Must have a good working knowledge of the principles and operations of combustible and steam engines; knowledge of the equipment and tools used in the minor repair and maintenance of engines and components.
- **Seasonal Lifeguard** - Must be a minimum of 15 years of age at the time of hire. Must possess current Lifeguard Training/First Aid and CPR for the Professional Rescuer certifications through the American Red Cross or other approved certification organization. Must have the ability to act quickly and calmly in emergencies and communicate effectively with staff and public. Current certifications must be shown at the time of interview.

- **Seasonal Instructor** – Must possess current Lifeguard Training/First Aid and Water Safety Instructor Certifications through the American Red Cross or other approved certification organization (r 2004). Requires two seasons of aquatic experience as a Water Safety Instructor. Current certifications must be shown at time of interview. Must be able to work in chemically treated pool water and in direct sunlight; operate a computer and basic office equipment; prepare written reports; and communicate effectively with staff and the public. Previous experience with physical systems at a municipal pool; knowledge of water chemistry; report writing; customer service; EMT, LGT Instructor, and/or WSI-IT certifications are preferred.
- **Seasonal Assistant Pool Manager** – Assigns and posts Lifeguards to duty areas; observes performance of staff. Schedules staff and the assists with staff performance evaluation process with the Pool Manager. Checks for proper maintenance and performs a variety of daily maintenance duties, which includes but is not limited to vacuuming, backwashing, equipment maintenance and repair and management of hazardous chemicals for water treatment. Plans, organizes and conducts special pool facility events. Performs the duties of a Lifeguard and Recreation Leader I as needed. Develops and gives in-service training programs for the staff. Enforces pool rules and regulations. Performs rescues and administers artificial respiration, CPR and First Aid. Must hold current Lifeguard / Instructor certifications, as noted above.
- **Specialty Class Instructor** – Provides Leisure Ed/Special Interest Classes for Preschool, Summer, Outdoor Programs and Water Exercise Classes. Preschool - Plans and facilitates a 2 - 3 hour socialization class for up to ten children ages 3 to 5 years old. Plans indoor/outdoor activities to include introduction to social skills, craft and games activities and provides supervision to ensure safe and enjoyable participation in class. Summer - Plans and facilitates 2 - 3 hour classes for school age children early morning and late afternoon, before and after our traditional summer program times. Supervises youth participants, ensuring participants are safe, communicates with parents and plans and facilitates a variety of activities for the participants. Outdoor - Guides participants in outdoor, day and evening activities (day hikes, day trips and camping). Ensures participants are safe, drives 15 passenger vans, leads hiking activities or guides participants in day excursions. Water Exercise classes - Plans routines, prepares structured workouts and teaches water exercise classes to a variety of customers. Must possess a current Lifeguard Training certification and must attend City Water Exercise Instructor training
- **Youth Sports Coach** - Coaches youth at a school site teaching fundamentals in the following sports: flag football, volleyball, basketball, track and roller hockey. Supervises youth participants, ensures participants are safe, teaches participants fundamentals and sportsmanship, communicates with parents, attends games and communicates with school on a regular basis. National Youth Sports Coaches Association certification and training provided and required of all coaches.

- **Youth Sports Official** - Officiates youth sports (flag football, volleyball, basketball, track and roller hockey) in a game setting with 4th-8th graders. Maintains control of game while instructing participants on proper procedures and rules. National Youth Sports Officials Association training and certification required and provided by Youth Activities Program.
- **Teen Employment Revitalization Program (STOMP)** - This program is designed to provide employment opportunities for high school teens working to help senior citizens in our community. This position consists of working outdoors, with some year-round positions. Responsibilities can include but are not limited to prepping and painting homes, grass and weed removal, prepping yards for conversion to rock landscape, spreading gravel, clearing out storage areas and trimming of trees and shrubs.

All positions described perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Recreation methods and procedures.

Microsoft Windows Office products.

Ability to:

Supervise participants and enforce park, aquatic and safety rules.

Follow written and verbal instructions.

Listen, communicate and work effectively with co-workers, staff, diverse groups of people and the public.

Follow Parks and Recreation Division dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style.

Make mathematical calculations and draw logical conclusions.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City staff, participants, parents and the general public.

Bilingual skills are highly desirable

Complete required OSHA/Safety Training as required.

Education and Experience:

Any combination of education, training and experience in related recreation area.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Some positions will require CPR certification and/or driving safety course/certification.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment. (See essential functions).

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Recreation Coordinator and Senior Recreation Coordinator in the Community Services Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a normal City office environment, park facility and outside in park area.
- Physical agility to conduct various recreation activities involving walking, running, swimming, bending, stooping, jumping, reaching and hand or arm and eye movement.
- Stand for long periods of time.
- Detect distress calls for possible activation of emergency procedures.
- Perform resuscitation techniques requiring physical stamina and other first aid measures.
- Set-up & prepare for events or games; lift and carry objects weighing up to 50 pounds.
- Run short sprints and adjust to level of play.
- Access paved, gravel or turf park areas; climb elevations.
- Moderate exposure to dirt, dust, pollen, odors, wetness, humidity, pool chemicals, inclement weather, temperature extremes and noise extremes.
- Visual and muscular dexterity to operate various equipment related to assignment, computer and two-way radio.
- Operate a cell phone, variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Work a varied schedule depending on season, location and position desired; and evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.